Application Guidelines

Museums

National Endowment
for the Arts

Fiscal Year 1979
(October 1, 1978-
September 30, 1979)

Contents

The National Endowment for the Arts is an independent agency of the Federal Government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a Presidentially-appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their broad knowledge of or expertise in, or their profound interest in, the arts. The Council advises the Endowment on policies, procedures and programs in addition to making recommendations on grant applications. The major goals of the Endowment are to make the arts more widely available to Americans, to strengthen cultural organizations, to preserve our rich cultural heritage for present and future generations, and to encourage the creative development of our nation's finest talent.

The Museum Program is one of twelve major Program areas. Information about the Endowment and its other Programs is contained in the Endowment's Guide to Programs *which is available from the Program Information Office (Mail Stop 550), National Endowment for the Arts, Washington, D.C. 20506.*
Museums may be especially interested in the Architecture & Environmental Arts, Expansion Arts, Federal-State Partnership, Media Arts, Special Projects, and Visual Arts Programs.

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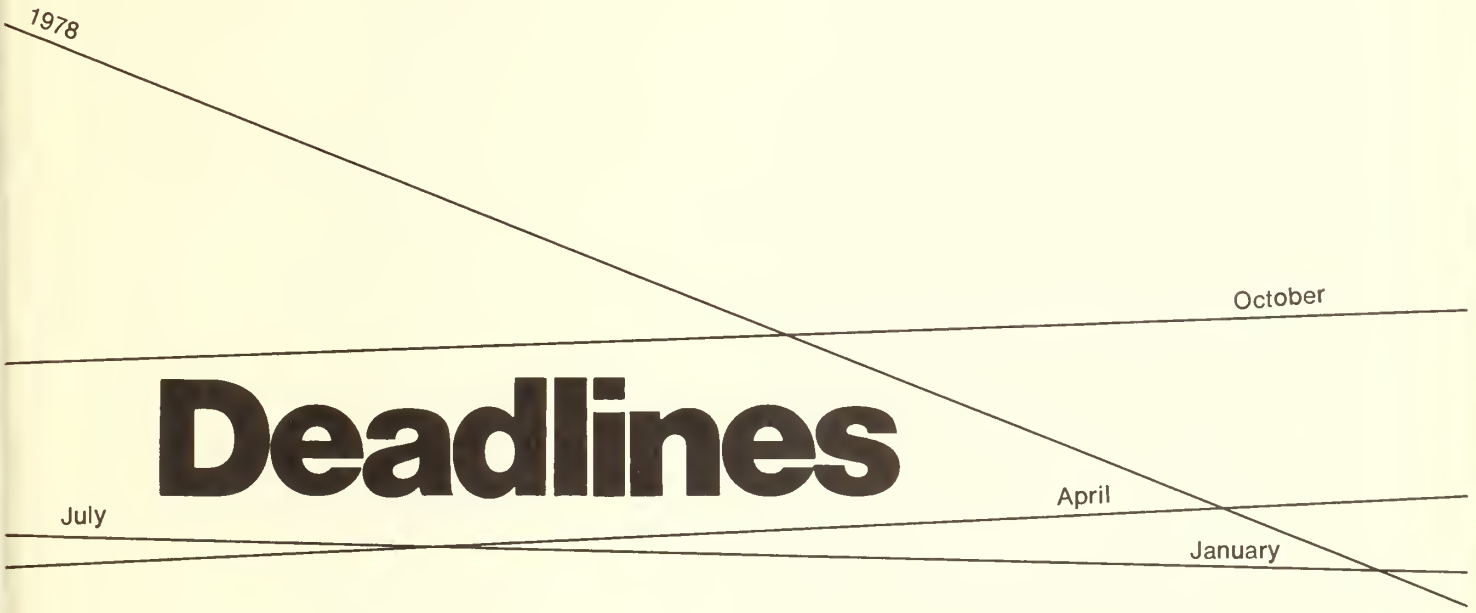
National Endowment for the Arts/ Museum Program (October 1, 1978-September 30, 1979)



Category	Application Deadline	Notification Date	Earliest Beginning Project Date
Museum Purchase Plan	January 2, 1978	June 1978	July 1978
Special Exhibitions Museum Education Cooperative Programs	April 3, 1978	September 1978	October 1978
Utilization of Museum Collections Catalogue Conservation Renovation (Climate Control, Security, Storage)	July 3, 1978	December 1978	January 1979
Museum Training Services to the Field Fellowships for Museum Professionals	October 2, 1978	March 1979	April 1979
Visiting Specialists General Programs	Applications accepted throughout the year and reviewed quarterly		

Applications cannot be accepted after their appropriate deadline date unless an extension has been granted. Requests for an extension must be made to the Museum Program prior to the appropriate deadline date and must be based on extenuating circumstances. See pages **16** to **21** for detailed instructions on completing application forms.

Museum Program

Introduction

The Museum Program of the National Endowment for the Arts was designed by professionals to meet the needs of museums. It is guided by a Museum Advisory Panel, composed primarily of museum professionals. The Panel reviews all applications, makes policy recommendations to the Chairman of the Endowment, and recommends priorities for funding within the Program. Because the Panel regularly reviews the program, the language of the guidelines and the emphasis on certain categories changes to keep the Program as closely aligned as possible to the changing needs of American museums.

The Museum Program is guided by three basic policies.

The Program should be responsive; it should react to requests and not initiate projects. It should also remain flexible enough to encompass any worthwhile project.

The quality of projects of regional or national importance should be the major criterion in evaluating applications. The nature of the project, not the size or location of the applicant institution must be the deciding factor.

The Program should be open to all museums for projects consistent with the legislation of the National Endowment for the Arts. Art, history, science, and children's museums are equally eligible to receive funds.

The Museum Program was developed to assist museums in carrying out the major functions of interpretation, exhibition, preservation, and acquisition through a variety of funding categories:

MUSEUM PURCHASE PLAN

SPECIAL EXHIBITIONS

MUSEUM EDUCATION
- Interpretation and Extension
- Museums and Schools

COOPERATIVE PROGRAMS

UTILIZATION OF MUSEUM COLLECTIONS

CATALOGUE
- Documentation
- Computerization
- Publication

CONSERVATION
- Surveys/Technical Consultation
- Conservation of Collections
- Conservation Training
- Regional Conservation Laboratories

RENOVATION (Climate Control, Security, and Storage)
- Surveys
- Implementation

MUSEUM TRAINING
- Formal Training Programs
- Internships
- Apprenticeships

SERVICES TO THE FIELD

FELLOWSHIPS FOR MUSEUM PROFESSIONALS

VISITING SPECIALISTS

GENERAL PROGRAMS

The Museum Program Guidelines represent a continuing development of a program designed to be broadly responsive to the needs of museums. The Advisory Panel and staff rely heavily on advice from the field; your comments and suggestions are always welcome.

Questions should be directed to Museum Program (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506
(202) 634-6164

Categories of Funding

Museum Purchase Plan

Deadline: January 2, 1978
Matching grants of $5,000, $10,000, $15,000, or $20,000 to museums for the purchase of works by living American artists. The objectives of the program are to encourage museums to add to their collections of contemporary American art, to create and expand public response to works by living artists through display of their works, to raise new funds specifically for this purpose, and to provide direct financial assistance for artists.

Works in all media may be purchased: paintings, sculptures, photographs, graphics, folk arts, crafts, industrial designs, costume and fashion designs, and film prints by independent filmmakers. One application from each museum is accepted each fiscal year. The application may include support of acquisitions in different media.

- The grant and matching funds must be used for the direct costs of purchasing two or more works by living American artists. Insurance, crating, shipping, installation, salaries, and travel costs are not to be included.
- Museums may apply for a $5,000, $10,000, $15,000 or $20,000 grant. The funds must be *matched* on a dollar-for-dollar basis from *new* money raised during the grant period specifically for this purpose. Matching funds must not come from already budgeted funds or other federal sources.
- The new funds raised specifically for the purpose of matching this grant may not be received before the beginning of the project. Applicants are requested to identify possible sources of new funds on their applications.
- Museums receiving acquisition funds agree that no work of art purchased under the *Museum Purchase Plan* will be de-accessioned or otherwise disposed of during the lifetime of the artist except by exchange to the artist for another work or works.

Deadline and Announcement Date
Applications and Supplementary Information Sheets must be postmarked no later than January 2, 1978. Notices of approval or rejection will not be sent before June 1978.

Grant Period
The grant period will be from July 1, 1978 through June 30, 1979. If more time is needed the grant period may extend through June 30, 1980. Projects should not be scheduled to begin earlier than July 1978.

How to Apply
1. Previous *Museum Purchase Plan* recipients are eligible provided a final report on an earlier grant has been submitted to the Museum Program. If a final report has not been submitted, a copy must be submitted with the application.

2. Be sure to complete and return with your application the *Museum Purchase Plan Supplementary Information Sheet.* (See page 41.)

Special Exhibitions

Deadline: April 3, 1978
Matching grants to organize temporary exhibitions of aesthetic and cultural significance. Matching grants are available to borrow exhibitions organized by other museums. Expenses for initial planning and organizing of the exhibition, catalogue, services of an outside specialist, shipping, insurance on domestic loans, and related events (excluding costs of opening reception) may be included in the total budget.

For touring exhibitions, the applicant (organizing institution) must indicate on the Supplementary Information Sheets how rental fees will be reduced if an Endowment grant is awarded. If a museum borrows an exhibition that was funded by an Endowment grant, the applicant may include costs for installation and related events but *not* for the rental fee. If, however, a museum borrows an exhibition that was not initially funded by an Endowment grant, it may include costs for installation, related events, *and* the rental fee.

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information, contact the Executive Secretary, Federal Council on the Arts and the Humanities (Mail Stop 611), Washington, D.C. 20506, (202) 634-4284.

- Applicants are encouraged to submit more than one proposal in this category.
- Applications for exhibitions of the permanent collection should be submitted under the *Utilization of Museum Collections* category.
- Applications for long-term loan of collections should be submitted under the *Cooperative Programs* category.
- Applicants requesting support for competitive exhibitions are encouraged to waive entry fees.

• If a grant is awarded for an exhibition that includes catalogues, the grantee is required to deposit 80 complimentary copies of the catalogue with the United States Information Agency for distribution to their libraries abroad. Applicants are requested to make appropriate adjustment for the 80 copies in their budgets.

Deadline and Announcement Date
Applications and Supplementary Information Sheets must be postmarked no later than April 3, 1978. Notices of approval or rejection will not be sent before September 1978.

Grant Period
A grant period of one year is allowed. Projects should not be scheduled to begin earlier than October 1978.

General Range of Grants
Up to $75,000 for organizing institutions. Up to $20,000 for participating institutions. Grant amounts exceeding $30,000 will generally be made through the Treasury Fund Method (see page 13).

How to Apply
All essential elements of the proposal must be included in a concise project summary in Section IV of the application form. Please be sure to complete and return with your application the *Special Exhibitions Supplementary Information Sheets.* (See page 43.)

Museum Education

Deadline: April 3, 1978
Matching grants to assist museums in providing general educational opportunities that complement the goals of the institution. In general, priority will be given to those projects which rely upon professional staff for their execution. Applicants are encouraged to submit more than one proposal in this category.

Interpretation and Extension
Matching grants to assist museums in providing effective educational activities for the broadest number of participants. Activities that take place within or outside the museum are equally eligible.

Possible projects include:
• Experimental programs in the museum that have demonstrated their worth and now deserve to be applied more widely in the museum's educational program.
• Projects to adapt programs successful in other museums to the requirements of the applicant museum.
• Educational programs designed to serve the needs of a segment of the museum's actual or potential audience.
• Educational programs in existing mobile or satellite museums.

Deadline and Announcement Date
Applications must be postmarked no later than April 3, 1978. Notices of approval or rejection will not be sent before September 1978.

Grant Period
A grant period of one year is allowed. Projects should not be scheduled to begin earlier than October 1978.

General Range of Grants
Up to $30,000.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. If the program is already in existence, has it been evaluated and by what means?
2. Who is intended to be served and how?
3. Will fees be charged for the services and, if so, on what basis?
4. What are the qualifications of persons involved in the project?
5. Is it likely that additional funding will be requested from the Arts Endowment? Will it be on a descending basis?
6. What are the goals of the institution and how does this program complement those goals?
7. How will you inform museums in other regions of the results of your program?

Museums and the Schools
Matching grants to museums for pilot or ongoing cooperative programs between museums and their surrounding school districts.

Possible projects include:
• Support for museums, in cooperation with schools, to develop in-

service training and other programs to enhance the museum experience and the school curriculum.

• Support as necessary for visits or exchanges between staff and school personnel.

• Pilot projects to assess the suitability of adapting to museum use educational techniques or theories developed for the classroom.

• Cooperative projects with the public schools.

Deadline and Announcement Date
Applications must be postmarked no later than April 3, 1978. Notices of approval or rejection will not be sent before September 1978.

Grant Period
A grant period of one year is allowed. Projects should not be scheduled to begin earlier than October 1978.

General Range of Grants
Up to $30,000.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. If the program is already in existence, has it been evaluated and by what means?
2. Who is intended to be served and how?
3. Will fees be charged for the services and, if so, on what basis?
4. What are the qualifications of persons involved in the project?
5. Is it likely that additional funding will be requested from the Arts Endowment? Will it be on a descending basis?
6. What are the goals of the institution and how does this program complement those goals?
7. How will you inform museums in other regions of the results of your program?

Cooperative Programs

Deadline: April 3, 1978
Matching grants for cooperative endeavors between museums, groups of museums, museums and state or regional arts agencies or similar organizations. The program is broadly conceived and is limited only by the needs of the applicant(s) and by the appropriateness of the project to the region or group of museums to be served. Applicants are urged in each case to explain clearly the nature of the cooperative venture, to provide assurances from all participants of their cooperation, and to estimate the benefits that will accrue from the cooperative program.

Possible projects might include:

• Decentralization of museum collections—extended loans from one museum to another. Support can be provided for costs of preparing the objects for travel, for shipping and insurance and for related costs such as staff time and travel.

• Sharing museum staff among a group of institutions. Applications have been received from groups of museums forming consortia to pool staff for more effective sharing of expertise. Support can be provided for expenses of such cooperative programs.

• Providing a staff member for a state arts agency or a museum in cooperation with a state arts agency to assist in the development of activities beneficial to museums; supporting the costs of meetings and other planning activities to articulate problems and needs of museums in a state or region; and implementing other program development plans from state or regional arts agencies.

Deadline and Announcement Date
Applications must be postmarked no later than April 3, 1978. Notices of approval or rejection will not be sent before September 1978.

Grant Period
A grant period of one year is allowed. Projects should not be scheduled to begin earlier than October 1978.

General Range of Grants
Matching grants of up to $50,000. Grant amounts exceeding $30,000 will generally be made through the Treasury Fund Method. See page 13. In cases where state arts agencies are on a biennial budget cycle, application for non-matching grants will be considered, if circumstances justify.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. If the program is already in existence, has it been evaluated and by what means?
2. Who is intended to be served and how?
3. Will fees be charged for the services and, if so, on what basis?
4. What are the qualifications of persons involved in the project?
5. Is it likely that additional funding will be requested from the Arts Endowment for this project? Will it be on a descending basis?

The application should be signed by the applicant's authorizing official(s). A letter from the participating museums and other groups supporting the application must be attached to the application.

Utilization of Museum Collections

Deadline: July 3, 1978
Matching grants to assist museums in making greater use of their collections for the benefit of the communities they serve. Funds may be used for the new installation of permanent collections in museum galleries. Permanent collections include collections formerly in storage that are now to be put on view, recently received or acquired collections, objects presently on view that are now to be brought together or to be more effectively presented. Installation may include the materials and appurtenances needed for effective presentation of the collection. Installation may not include major structural modifications of the building.

- Applications for temporary exhibitions of the permanent collection should be submitted under this category and *not* under *Special Exhibitions*. Applications for long-term loan of collections should be submitted under the *Cooperative Programs* category.
- If you wish to produce a catalogue or handbook in conjunction with an installation, please submit a separate application under *Catalogue*.
- Applications for extensive conservation treatment of objects to be included in the installation should be submitted under *Conservation*.

Deadline and Announcement Date
Applications must be postmarked no later than July 3, 1978. Notices of approval or rejection will not be sent before December 1978.

Grant Period
A grant period of two years is allowed. The project should not be scheduled to begin earlier than January 1979.

General Range of Grants
Up to $75,000. Grant amounts exceeding $30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. A checklist or representative sample of the collection.
2. The evident need for the project.
3. Whether the collection has ever been exhibited.
4. The qualifications of the individual(s) who will be responsible for the project.
5. Whether the museum has previously undertaken similar projects. If so, describe them.
6. Drawings of the proposed installation.

Catalogue

Deadline: July 3, 1978
Matching grants for the cataloguing of permanent collection and the publication of catalogues or handbooks on permanent collections of aesthetic and cultural significance. Grants are available in the following areas:

Documentation
Cataloguing of uncatalogued or inadequately catalogued permanent collections. Applicants are urged to consider a format that can later be transferred to one of the existing data systems.

Computerization
Duplication of traditional catalogue information; conversion to machine readable form. Only a few *pilot* grants will be made for the computerization of museum catalogues. Projects will be judged by the applicant's ability to provide follow-up documentation on the value of computerization and the problems and costs that are encountered. Applicants should indicate the existing computer program they intend to use.

Publication
Research and preparation of catalogue copy for publication. Services of an outside consultant may be included in the budget if applicable.

Publication of scholarly catalogues or handbooks of the whole or part of the permanent collection.

Where appropriate, applicants may wish to combine research and publication in the same application.

• Requests for costs of loan exhibition catalogues should be included in the *Special Exhibitions* application.

Deadline and Announcement Date
Applications must be postmarked no later than July 3, 1978. Approval or rejection will not be sent before December 1978.

Grant Period
A grant period of two years is allowed. The project should not be scheduled to begin earlier than January 1979.

General Range of Grants
Up to $75,000. Grant amounts exceeding $30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. A checklist or representative sample of the collection to be catalogued.
2. The evident need for the project.
3. The qualifications of the cataloguer.
4. Copies of existing catalogues of all or part of the collection. (These cannot be returned.)
5. The number of catalogues/handbooks to be published, who will have copyright, how they will be distributed. Specify approximate number of pages, black/white and color illustrations in the publication, the anticipated unit price and sales price, how much revenue is anticipated the first year and thereafter.
6. The grantee is required to deposit 80 complimentary copies of the catalogue with the United States Information Agency for distribution to their libraries abroad. Applicants should make appropriate adjustments for the 80 copies in the budget.

Conservation

Deadline: July 3, 1978
Matching grants for conservation projects in the following areas:

Surveys/Technical Consultation.
Matching grants to:

• support the planning of conservation programs or specific treatment of collections (grants up to $10,000);

• assist in determining the feasibility of establishing training programs, training centers or regional conservation laboratories (grants up to $10,000).

Conservation of Collections.
Matching grants to support the implementation of conservation treatment (grants up to $20,000). Due to limited funds, support is generally available only for special conservation needs that cannot be satisfied by a museum's own conservation facilities. A limited number of in-house conservation projects will be considered for funding. Support will generally be limited to purchase of equipment.

Conservation Training
For the training of conservators to meet the needs of American museums. Matching grants to:

• support existing training centers (grants up to $150,000);

• assist new training centers (grants up to $100,000);

• support short-term training workshops for museum staff (grants up to $10,000);

• support master-apprentice internship programs (grants up to $10,000).

Regional Conservation Laboratories
To encourage and assist in the formation or expansion of regional conservation laboratories by which a number of museums can obtain services they could not afford singly. Matching grants to:

• assist existing regional labora-

tories to increase capacity (grants up to $30,000);

• assist new regional centers (grants up to $80,000).

Applicants in this category are urged to consult the *Report from the Regional Centers Study Committee to the National Conservation Advisory Council*. Copies may be obtained from the National Conservation Advisory Council, Smithsonian Institution, Washington, D.C. 20560.

Deadline and Announcement Date
Applications must be postmarked no later than July 3, 1978. Notices of approval or rejection will not be sent before December 1978.

Grant Period
A grant period of one year is allowed for Conservation Training. A grant period of two years is allowed for Regional Conservation Laboratories and Conservation of Collections. Projects should not be scheduled to begin earlier than January 1979.

General Range of Grants
Grant amounts exceeding $30,000 will generally be made through the Treasury Fund Method. See page 13.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

For Surveys/Technical Consultation:

1. Who your conservator/consultant is and his/her qualifications.
2. A checklist or representative sample of works in the collection(s).
3. What funds you have budgeted for the last three years for conservation of the permanent collection.

For Conservation of Collections:

1. A description of your conservation needs.
2. Where the work will be done, who your conservator/consultant is and his/her qualifications.
3. The work(s) to be treated, the nature of the treatment, and condition report(s).
4. The sum you have budgeted for the last three years for conservation of the permanent collection.

For Conservation Training:

1. The anticipated number of students.
2. The placement of the most recent graduating class.
3. Qualifications of the teaching staff.
4. A description of the conservation facilities.
5. An interim or final report if one has not already been submitted for previous Arts Endowment grants you have received for this project.

For Regional Conservation Laboratories:

1. The nature of your regional laboratory—cooperative associations, confederation, etc.
2. The organizations you propose to serve and whether they have signed agreements. If so, please attach copies.
3. Your staff and their qualifications.
4. Your laboratory facilities and equipment.
5. Your estimate of when you will be self-supporting.
6. An interim or final report, if it has not already been submitted, for previous Arts Endowment grants you have received for this project.

Renovation

Deadline: July 3, 1978
Matching grants to preserve collections of aesthetic and cultural significance. It encourages renovation of facilities for climate control, security and storage in existing structures, placing greater emphasis on storage facilities and security systems. Funds are not available for new construction; nor for the addition to or improvement of climate control systems, security systems or storage facilities in structures completed since 1971; nor for the renovation of gallery spaces except when directly related to climate control, security systems, or storage facilities. Assistance is available within the following areas:

Survey
One-to-one matching grants for consultation services to assess renovation needs in areas of security, storage, and climate control and to suggest concrete measures to alleviate those needs. Also, for studies and working drawings for architectural and other changes necessary to accommodate the handicapped.

Implementation
Three-to-one matching grants for renovation projects where surveys have already been completed, including a projected plan of renovation and cost estimates.

All such grants will be awarded on the basis of at least three dollars from non-federal sources for every dollar of Endowment funds—that is, the National Endowment for the Arts will provide no more than 25% of the total project costs, and in most cases, much less. Generally, grants will be made through the Treasury Fund Method. Please see page 13.

Allowable project costs for installation projects are specifically defined. For further details, see page 14 for General Allowability of Project Costs.

Deadline and Announcement Date
Applications for this program must be

postmarked no later than July 3, 1978. Notices of approval or rejection will not be sent earlier than December 1978.

Grant Period
A grant period of one year is allowed for *Survey* projects. A grant period of two years is allowed for *Implementation* projects. Projects should not be scheduled to begin earlier than January 1979.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in section IV of the application.

Please provide the following information in five pages or less:

For Survey:
1. Description of your collection.
2. Who will do the installation.
3. Copies of the estimates.

For Implementation:
1. Description of your collection.
2. Who will do the installation.
3. Copies of the survey and bids or contracts.

Museum Training

Deadline: October 2, 1978
Matching grants for the preparation of well-trained museum professionals and technicians. Subject to available funds, a limited number of pilot programs for the training of volunteers may be supported. Such programs must be administered by professional museum staff. Grants in support of museum training are awarded to museums and universities on at least a dollar-for-dollar matching basis. Priority will be given to proposals which specifically include training for people from minority groups. Generally, the following types of projects will be considered for assistance:

Formal Training Programs
A limited number of graduate level programs in curatorial training, museum administration, or museum education that are conducted jointly by museums and universities.

A few undergraduate programs, especially those directed toward minorities or unique disciplines.

Internships
Internships or other professional training provided by a museum. Specific programs designed to advance staff professionally will also be considered. For example, the program can support museum career training for persons who are suitably prepared in an appropriate discipline but who lack museum expertise. The program can also assist in providing in-house training to prepare permanent staff for more responsible positions.

Apprenticeships
Programs of in-house training to prepare apprentices for museum positions such as installers, preparators, framers, packers, and carpenters.

Deadline and Announcement Date
Applications must be postmarked no later than October 2, 1978. Notices of approval or rejection will not be sent before March 1979.

Grant Period
A grant period of one year is allowed. Projects should not be scheduled to begin earlier than April 1979.

General Range of Grants
Up to $60,000.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. The number of students.
2. Teacher/student ratio.
3. Specific museum experience of the teacher(s) involved.
4. Description of intern program or of any other on-the-job training.
5. Museum positions currently held by members of the three most recent graduating classes.
6. Syllabus of the courses, including reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Indicate the degree to which professionals from cooperating museums participate in course planning and teaching.

7. An interim or final report if one has not already been submitted for previous Arts Endowment grants you have received for this project.

Services to the Field

Deadline: October 2, 1978
Matching grants for services to the field such as research, publications (other than periodicals), workshops and seminars provided by museums or other organizations such as state or regional arts agencies and national or regional museum associations. Projects should be of national or regional impact.

• Applications for funds to carry out research must demonstrate that this is new research and that the results of the research will be published in order to serve the field.

Deadline and Announcement Date
Applications must be postmarked no later than the deadline of October 2, 1978. Notices of approval or rejection will not be sent before March 1979.

Grant Period
A grant period of two years is allowed. Projects should not be scheduled to begin earlier than April 1979.

General Range of Grants
Up to $30,000.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. If the program is to be a continuing one, how it will be funded in the future.
2. If the program is already in existence, whether it has been evaluated and how.
3. Whether fees will be charged for the services and, if so, on what basis.
4. If a seminar, course, or workshop, the syllabus.
5. Who is to be served and how.
6. The qualifications of person(s) involved in the project.

Fellowships for Museum Professionals

Deadline: October 2, 1978
Awarded to professional members of museum staffs for leaves of absence ranging from *one to twelve months* in order to conduct independent study or research, travel, write, engage in community projects, or in other ways improve professional qualifications.

Professional museum staff members of exceptional talent in areas such as administration, curatorial work, conservation, or education are eligible to apply.

• Fellowships are not awarded to cover study or research directed toward a graduate degree or expenses while enrolled in formal courses of study, workshops, seminars, or conferences.

• Proposals must be for specific projects and must clearly demonstrate how the leave of absence will improve the applicant's professional qualifications.

• Proposals directly related to a project of the employing institution should be made by the institution under the appropriate funding category and not by the individual.

Deadline and Announcement Date
Applications must be postmarked no later than the deadline of October 2, 1978. Notices of approval or rejection will not be sent before March 1979.

Grant Period
A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin earlier than April 1979.

General Range of Grants
Grants will be made on a non-matching basis. They will not exceed $20,000 and will be considerably less in most cases. Grant amounts will be based on travel requirements, any necessary materials, and any portion of salary not supported by the sponsoring institution.

How to Apply

1. Applicants should use the *Individual Grant Application/NEA-2 (Rev.).*
2. Each application should contain a description of the proposed project, an itemized budget including a salary item, travel (please provide a detailed breakdown of costs), and materials, if necessary.
3. Applicants should indicate a specific period of time for the leave of absence.
4. The Career Summary section of the application should be completed or a resume attached.
5. A statement from the director of the museum to the effect that the museum is willing to grant the applicant a leave of absence for the specified time and stating the applicant's salary and whether or not it will be continued during the leave of absence should be enclosed.

6. Three people should complete recommendation forms (see page 47) and forward them to the Museum Program (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506, Attn: *Fellowships for Museum Professionals.*

Taxability of Fellowships
The Internal Revenue Code regulations provide that certain fellowships to individuals who are not candidates for degrees are deductible, but only up to a certain amount and for a limited period of time.

A pamphlet, *Tax Information for American Scholars in the U.S. and Abroad,* Publication 520 of the Internal Revenue Service is generally available at any Internal Revenue Service office. The booklet might be helpful in preparing an application for a proposed fellowship.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue office.

Visiting Specialists

Deadline: Applications Accepted Throughout the Year and Reviewed Quarterly
Matching grants for temporary consultation services for a specific project. As the title of the program implies, the visiting specialist should be:

A person of considerable expertise.

A person not in the employ of the applicant institution.

A person who is *not* to be considered permanent staff but someone who can make a significant contribution to the applicant institution during a brief tenure.

Possible projects are:

- Research on the permanent collection.
- Preparatory research for projected exhibitions.
- Development of improved methods of museum operations such as administration, registration, and installation techniques, including lighting, handling, and storage.
- Establishment of suitable museum library systems.
- Studies to determine the changes necessary to make the building more accessible to the physically handicapped.
- Plans for membership drives and other fund raising activities.
- Guidance for better education and public service programs.
- Development of a coordinated graphics program.

Deadline and Announcement Date
Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of application.

Grant Period
A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin before notification.

General Range of Grants
Up to $15,000.

How to Apply
All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less:

1. Description of the project and the urgency of the need for a visiting specialist.

2. How the project is related to the other activities of the museum.

3. The specialist and his/her qualifications. If you are considering a number of people for this project, submit their names and description of their qualifications. In all cases, document the availability of the specialist.

Challenge Grants

General Programs

Deadline: Applications Accepted Throughout the Year and Reviewed Quarterly

The Endowment will consider proposals for specific projects which do not fit into any of the categories listed. These grants will be awarded generally on a *matching* basis. Applications for general operating expenses, new construction, or the establishment of new museums will not be accepted.

Deadline and Announcement Date

Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of application.

Grant Period

A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin before notification.

General Range of Grants

Up to $20,000.

How to Apply

All essential elements of the proposal must be included in a concise project summary in the space provided in Section IV of the application.

Please provide the following information in five pages or less.

1. The qualifications of person(s) involved in the project.
2. The unique characteristics of the project.
3. The plans for disseminating the results if this is an experimental or research project.

The purpose of these grants is to encourage cultural organizations to project and implement realistic plans for securing new and increased sources of continuing support and to assess their long-range goals.

Challenge Grants will be available to cultural institutions or groups of cultural institutions that have demonstrated a commitment to aesthetic quality and have programs of national or regional impact. It is expected that most recipients of Challenge Grants will also be grantees of other programs of the Arts Endowment.

These grants will be awarded on a minimum 3 to 1 matching basis with each federal dollar generating at least three new and/or increased dollars from other sources. Grants are awarded on a one-time basis but may cover a period of up to three years.

The specific use of the Challenge Grant and matching funds is primarily left to the discretion of the grantee. Possible uses of Challenge Grants are:

- to meet increased operating costs;
- to help eliminate accumulated debts;
- to initiate or augment a cash reserve or an endowment fund;
- to provide capital improvements for cultural facilities;
- to assist a special one-time project which shows clearly that it will contribute to the basic strengthening of the grantee, and will have a beneficial impact on generating continued contributions from new and/or increased sources.

More detailed information may be obtained by writing: Challenge Grants, National Endowment for the Arts, Washington, D.C. 20506.

Important Information for Applicants

Eligibility

1. By statute, the Endowment is limited to making grants to organizations only if no part of their net earnings inures to the benefit of a private stockholder or an individual and provided donations to such organizations are allowable as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954, as amended. *All organizations are required to submit a copy of their Internal Revenue Service tax exemption determination letter with each application.*

2. Organizations receiving National Endowment for the Arts support must conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, which bar discrimination in federally assisted projects on the basis of race, color, national origin or handicap.

3. All laborers and mechanics employed by contractors or subcontractors on construction projects assisted by National Endowment for the Arts grant funds shall be employed and paid in accordance with applicable federal minimum wage and labor standards (Parts 3 and 5, Title 29, Code of Federal Regulations).

4. Museums, organizations serving museums, organizations providing museum functions, state arts agencies, regional arts groups, and currently employed museum professionals are eligible to apply. The Endowment generally uses the definition of museums developed by the American Association of Museums:
". . . a nonprofit institution essentially educational or esthetic in purpose with professional staff, which owns and utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule."

Accreditation by the American Association of Museums is not a prerequisite for eligibility.

5. In general, to be eligible for consideration, organizations should be in operation two years prior to submitting an application.

6. To be eligible for consideration, projects should be of national or regional impact and should be of aesthetic and cultural significance. Size of the institution is not a criterion, but the nature of the project and the capacity of the institution to execute the project successfully are important considerations.

7. Although the Endowment welcomes the vitality of new programs and under all conditions encourages applicants to develop new sources of funds, applications first and foremost should represent the genuine needs of the applicant organization. Accordingly, applicants may request support to strengthen existing programs. Support may be requested by annual application for the same project for up to three years. Organizations, however, should not attempt to extend their programs beyond their capacity to accommodate and sustain the level of proposed expansion.

Application Review Policy

The Museum Advisory Panel has adopted the following policy concerning applications:

- Applications within a given category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.
- Multiple applications within one category will be accepted, with the exception of *Museum Purchase Plan.* Applicants who intend to make more than one application per category are urged to submit only those that the institution feels are most important. Insofar as limited funds permit, the Panel will support more than one project of high quality from a single institution in a particular category.
- The Panel has reaffirmed its desire for the Museum Program to be responsive to any and all appropriate applications consistent with the legislation of the National Endowment for the Arts from all museums without regard to size, location, or discipline (science, history, art, children's or combinations are equally eligible). Applications are evaluated by the following criteria:
- The significance and qualitative level of the project.
- The ability of the museum staff to undertake and successfully execute the project.
- The potential regional and national impact of the project.
- The evident need for the project in relation to the museum's total program.
- A realistic appraisal of anticipated costs and income related to the project.

The Endowment's Museum Program staff initially ascertains that applications conform to Endowment requirements. They are subsequently reviewed and considered by special committees, the Museum Advisory Panel and the National Council on the Arts. Upon recommendation of these bodies and action by the Chairman of the National Endowment for the Arts, the applicant will be notified in writing by the Endowment. Details of the grant award procedure are explained in the letter of notification.

Methods of Funding

Program Funds Method

Generally, grants will be made on at least a dollar-for-dollar matching basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on the application (Project Grant Application NEA-3 Rev.) that at least one-half of the total cost of the project will be provided by the applicant. Anticipated sources of matching must be identified. In all programs except *Museum Purchase Plan,* budgeted funds, as well as newly raised funds, may be used for matching.

Example:

$30,000	Applicant requests from the Endowment
30,000	Applicant provides match of at least
$60,000	Minimum total budget of project

Treasury Fund Method

When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other non-federal sources of funding for the arts. Designed to encourage and stimulate increased private funding for the arts, the Treasury Fund allows non-federal contributors to join the Endowment in the grant-making process, generally for projects supported by the Endowment under the established program guidelines.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Gifts to the Endowment are generally deductible for federal income, estate, and gift tax purposes.

Gifts may be made to the Endowment for the support of a nonprofit, tax-exempt, cultural organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines—organizations such as a museum, a symphony orchestra, a dance, opera, or theatre company—or for an Endowment program, such as fellowships, touring, conferences, or workshops.

When a restricted gift is received, it frees an equal amount from the Treasury Fund, which is then made available to the grantee in accordance with the amount and conditions of the grant, as recommended by the National Council on the Arts and approved by the Chairman.

The Endowment also accepts unrestricted gifts to be used for projects recommended to the Chairman by the National Council on the Arts.

How a Treasury Fund Grant is Arranged

Those interested in giving for a specific purpose should note the step-by-step process described below.

1. If a project is eligible for consideration under the Museum Program guidelines the applicant submits to the Endowment a formal application which may include a list of potential donors.

2. The application is reviewed first by the Museum Advisory Panel and then by the National Council on the Arts and is recommended for approval

or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.

3. If the grant award is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of a gift transmittal letter specifying the amount and restricted purpose of the donation (i.e. the name of the applicant and specific project supported), and data by which payment will be made to the grantee organization (see below).

Handling Procedures

In order to simplify handling procedures for restricted donations which are to be matched by the Treasury Fund, grant recipients will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method, the following procedures apply:

1. Gift transmittal letter is received by the Endowment from donor with above specified information.

2. Upon receipt of payment on the gifts, grantee provides the Endowment with evidence of receipt of such payment as follows:

a. In the case of individual gifts of less than $5,000, grantee will forward to the Endowment a list of donors' names, addresses, and amounts received, certified by an official of the organization and notarized.

b. In the case of individual gifts of $5,000 or more, grantee will forward to the Endowment, within the grant period, a photostatic copy of the instrument of payment, i.e. the check or negotiable securities, with a covering letter.

3. In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit announcement circulars, invitations, posters, etc. (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund) must be retained by grantee as evidence of donors' intent. In these cases, the grantee organization will forward to the Endowment, within the grant period, a notarized letter requesting release of the Treasury matching funds, signed by an appropriate official, certifying that the benefit was held on a specified date, yielded a specific sum for Treasury Fund gift purposes related to the grant in question, and that evidence of the benefit will be retained by grantee organization in its files.

4. In all cases, donors are to make payment on gifts at least 60 days prior to termination of the grant period, and grantee organizations will provide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

The Process in Terms of Money

$25,000	Donor's contribution(s) to Endowment
$25,000	Endowment match from the Treasury Fund
$50,000	Total Endowment grant
$50,000	Grantee's additional project cost
$100,000	Minimum total budget of project

General Allowability of Project Costs

Project costs are all necessary charges made by a grantee in accomplishing the objectives of a grant during the grant period. Listed below are some selected examples of the National Foundation on the Arts and the Humanities' policy regarding costs whose allowability may be difficult to determine.

Advertising costs
Only project-related advertising costs are allowable.

Bad debts
Any losses, whether actual or estimated, arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable.

Capital expenditures
The costs of buildings and repairs which materially increase the value or useful life of buildings are unallowable except as provided for in the grant letter. Funds may not be used for the acquisition of land, or any interest therein, except with specific prior approval.

Communication costs
Costs incurred for telephone services, local and long distance telephone calls, telegrams, radiograms, cablegrams, postage and the like are allowable.

Compensation for personal services
Compensation for personal services covers all remuneration paid currently or accrued to the organization for services of employees rendered during the period of performances under government grants.

Such remuneration includes salaries, wages, staff benefits, and pension plan costs and is allowable.

Contingency provisions (miscellaneous)
Endowment policy is such that applications for grant increases because of inflation factors or contributions to a contingency reserve will not be considered allowable.

Entertainment costs
Costs incurred for amusement, social activities, entertainment, meals, lodging, rentals, transportation, gratuities, and exhibition openings are unallowable.

Equipment and other facilities
The cost of permanent equipment or other facilities are allowable where such purchases are approved by the Endowment or provided for by the grant. The term "permanent equipment" shall mean an item of property which has an acquisition cost of $200 or more and has an expected life service of one year or more. (In some cases, the Endowment may reserve the right to title of permanent equipment.)

Fund-raising
Costs of organized fund-raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are allowable.

Interest
Interest paid on borrowed capital, however represented, is an unallowable cost. Costs related to the physical custody and control of money and securities are allowable. (Any interest accrued on *federal* money must also be returned to the Treasury.)

Preaward costs
Costs incurred prior to the effective date of the grant agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable.

Professional services costs
Costs of professional services rendered by the members of a particular profession who are not employees of the organization are allowable when reasonable in relation to the scope of the project.

Renovation costs
Costs for Renovation Implementation projects should be limited to those expenses directly related to climate control, security, and storage. Expenses such as lighting, wall covering, acoustic ceilings, floor coverings, skylights, staircases, and payment of security guards are not considered integral to the implementation of the project.

Transportation costs
Costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered, are allowable. When such costs can be readily identified with the items involved, they may be charged directly as "Other" costs on the *Project Grant Application Form (NEA 3-Rev.).*

Travel costs
Travel and subsistence costs incurred by permanent staff or consultants necessary for the completion of the project are allowable. All travel outside the United States must be by a U.S. flag carrier if service is available. All travel outside the United States on a non-U.S. flag carrier must be approved in writing by the Endowment in advance of travel. Requests for approval of such travel should be addressed to the Grants Officer (Mail Stop 500), National Endowment for the Arts, Washington, D.C. 20506.

Application Procedure

Instructions for Completing Project Grant Application Forms

If after careful review of these guidelines, you feel that your project falls within the scope of the Museum Program, please complete the *Project Grant Application NEA-3 (Rev.)* forms on page 23 and the Application Notification cards and submit them with the required Supplementary Information Sheets to:
Grants Office (Mail Stop 500)
National Endowment for the Arts
Washington, D.C. 20506

Please Note

- Forms and Supplementary Information Sheets must be submitted in triplicate.
- All applicants must complete and submit the Assurance of Compliance Form on page 53.
- Inquiries regarding program interests or application content and procedure should be directed to the Museum Program (202/634-6164).
- Applications must be submitted by the institution or association named in the IRS letter of determination of tax-exemption.
- Be certain that you have supplied all the information necessary for prompt processing and consideration of your application. Failure to do so will result in unavoidable delays that may adversely affect consideration of your proposal.

Instructions on the following pages are keyed to the appropriate sections of the application form.

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Project Grant Application
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Weshington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested
Starting ____ month ____ day ____ year
Ending ____ month ____ day ____ year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summery of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs	Total costs of project (rounded to nearest ten dollers)
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimeted for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grents & contributions	1. $	2. $

Do not write in this space

Eveluation of prior year(s)' projects 1 2 3 4 Pys $ ____ Cps $ ____ Audit report 1 2

I. Applicant Organization must provide assurance that (a) no part of its net earnings inures to the benefit of any private stockholder or stockholders or individual or indivlduals, and (b) donations to it are allowable as charitable contributions under the standards of subsection c of section 170 of the Internal Revenue Code of 1954 as amended. The applicant organization's name as provided on the application form must be identical with the name of the organization provided in the IRS determination letter or in the official document identifying the applicant organization as a unit of either state or local government.

- Non-governmental applicants must attach to their applications a copy of their IRS determination letter under Section 501(c).
- State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. These documents will not be returned.

II. Grant Category under Which Support Is Requested. Please indicate one of the following in the space provided. Multiple requests on one form will be returned.
MUSEUM PURCHASE PLAN
SPECIAL EXHIBITIONS
MUSEUM EDUCATION
COOPERATIVE PROGRAMS
UTILIZATION OF MUSEUM COLLECTIONS
CATALOGUE
CONSERVATION

RENOVATION (CLIMATE CONTROL, SECURITY, STORAGE)
MUSEUM TRAINING
SERVICES TO THE FIELD
FELLOWSHIPS FOR MUSEUM PROFESSIONALS
VISITING SPECIALISTS
GENERAL PROGRAMS

III. Period of Support Requested/ Grant Period. Period of support requested is the span of time necessary to plan, execute, and close out the proposed project. Applicants are urged to verify the terms for the grant period by referring to "Earliest Beginning Project Date" as listed under APPLICATION DEADLINES. Please refer to each category for length of grant period.

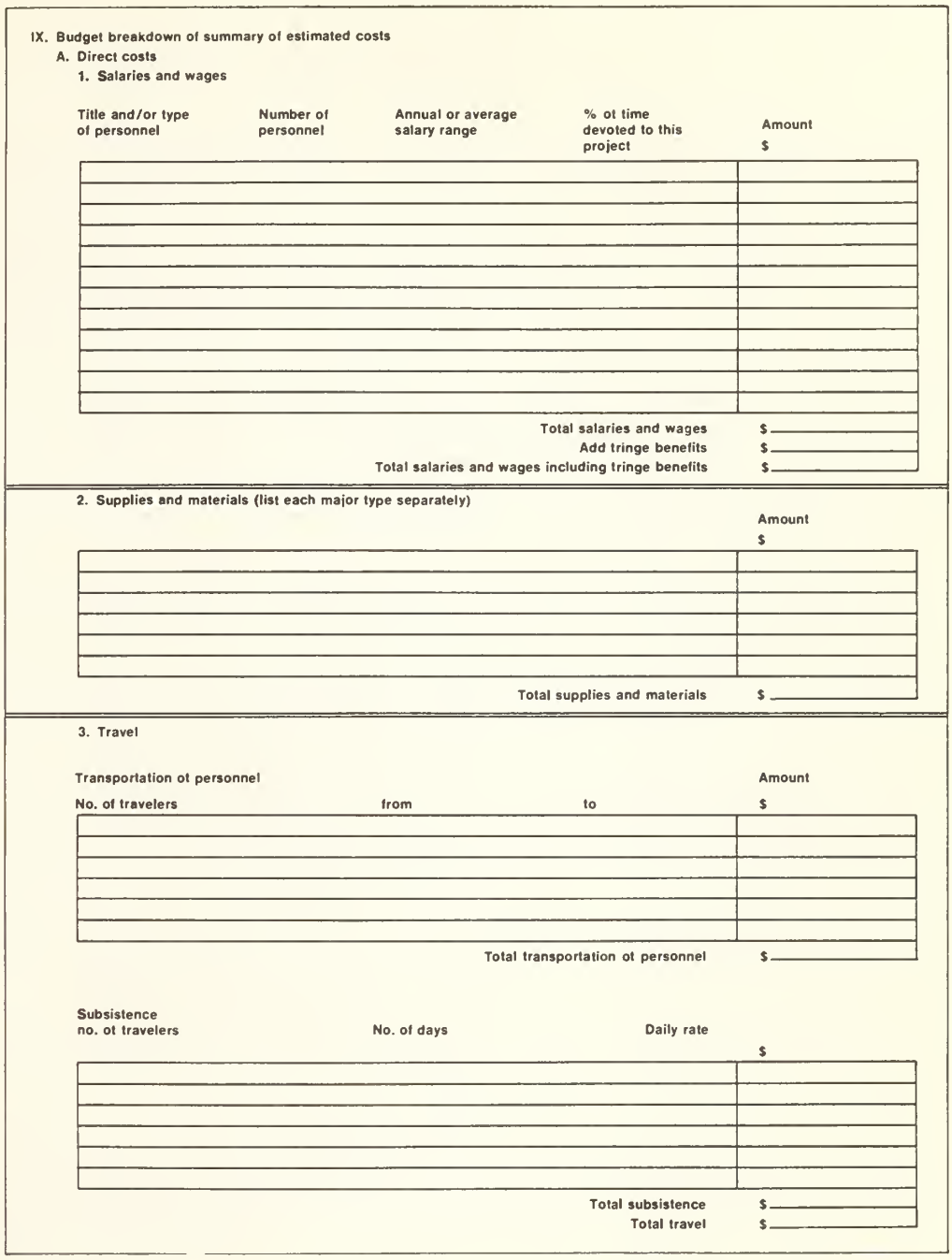
IV. Project Description. The project description should be brief but specific. Spell out concrete details. All essential elements of the proposal must be included in a concise project summary in the space provided on the application. Before completing this section be sure to read the HOW TO APPLY section of the appropriate category and include the information that is requested. If all pertinent information can not be included in the space provided on the application form, attach additional pages (no more than five) to describe your project completely. If you are applying under MUSEUM PURCHASE PLAN, SPECIAL EXHIBITIONS, or FELLOWSHIPS FOR MUSEUM PROFESSIONALS categories, be sure to complete the appropriate Supplementary Information Sheets. Applications without the Supplementary Information Sheets will not be considered complete and will be returned.

Additional information such as catalogues, brochures, photographs, or annual reports may be supplied with the application. This material will not be returned. Submit those materials that will be informative and helpful to the panel in evaluating your proposal.

V. Estimated Number of Persons Expected to Benefit from This Project is the total audience, participants, students, etc. (excluding employees) that are anticipated to benefit directly from this project.

VI. Amounts Shown in Summary of Estimated Costs should correspond with the total amounts shown in Section IX, subsection A, items 1-5 below and subsection B. Both Section VI and IX must reflect the total anticipated expenses for each item, not only those portions of the expenses for which Endowment money will be used. All figures should be rounded to the nearest ten dollars.

VII. Total Amount Requested from National Endowment for the Arts. The *General Range of Grants* listed in the program descriptions is approximate. Please round the amount requested to the nearest ten dollars and make sure that your request is for no more than 50% of the total project costs. Please be sure to complete this section.



IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $
Add fringe benefits $
Total salaries and wages including fringe benefits $

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $

Subsistence

no. of travelers	No. of days	Daily rate $

Total subsistence $
Total travel $

VIII. Organization's Total Fiscal Activity.
A. Expenses, including Endowment projects funded and anticipated.
B. Revenues, grants and contributions, including Endowment grants received and anticipated.

Units of larger organizations, such as University museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. Budget Breakdown. Budget estimates should cover the total project costs. Total project costs are the sum of the allowable direct and indirect costs allocable to the grant. In all applications, provide a breakdown on salaries, travel, and all other categories in the budget, including entries under Other.
- Travel items in the budget should be substantiated with a statement of the official policy of the institution and the specific nature of the travel.
- In general, the Endowment does not fund the acquisition of permanent equipment (exceptions: CONSERVATION and RENOVATION). If your project includes permanent equipment (to be listed under category Special), justify this acquisition. In the justification, describe the use of the equipment once the project is terminated and include costs of the equipment if you were to rent it.
- If your budget includes fee(s) for consultant(s) to be listed under category Other, in the project description identify the consultant(s), describe his/her qualifications, and document his/her willingness and availability to do the project.

A. *Direct Costs:* Direct costs are those costs which can be identified specifically with a particular project. Typical transactions chargeable to a grant as direct costs are the compensation of employees for performance of work under the grant agreement, including fringe benefits, the costs of materials consumed or expended in the performance of such work; and other items of expense incurred for the grant. (See GENERAL ALLOWABILITY OF PROJECT COSTS.)

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)
This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs
Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

B. *Indirect Costs:* Indirect costs are those costs of an organization which are not readily identifiable with a particular project but nevertheless are necessary to the general operation of the organization and the conduct of the activities it performs. A copy of the current negotiation agreement establishing an indirect cost rate with a federal agency must accompany all requests for funds which include indirect costs. In the event of no federally established indirect cost rate, all such costs should be itemized and listed as direct costs.

Information on how to obtain a federally established indirect cost rate is available from the Audit Supervisor, National Foundation on the Arts and the Humanities, 806 Fifteenth Street, NW , Washington, D.C. 20506 (202) 382-7314.

X. Contributions, Grants, and Revenues. In general, the matching share represents that portion of

project costs not borne by the Endowment. The matching share may consist of:

A. *Contributions:* Cash contributions represent the grantee's cash outlay, including the outlay of money contributed to the grantee by other public agencies and institutions, and private organizations and individuals. (Please Note: Salaries listed in direct costs can be used as part of the match. When salaries involve direct cash outlay within the institution, those salaries are considered a cash, not in-kind, contribution.) *In-kind contributions* represent the value of *non-cash* contributions in services and real or personal property or use thereof, donated by other public agencies and institutions, and private organizations and individuals. When in-kind contributions are used, they must also be listed as an expenditure.

B. *Grants.* Grants awarded to the institution applicable to the project (exclusive of Arts or Humanities Endowment grants) may be considered eligible as matching funds.

C. *Revenues.* Revenues are funds generated by the project such as catalogues and admission fees.

All applicants must complete this section of the application. The matching funds plus the amount requested from the National Endowment does not require that the applicant have in hand at the time of application those matching funds listed under Contributions, Grants, and Revenues. However, the applicant is asked to list the possible sources and amounts of such anticipated funds.

XI. State Arts Agency Notification urges each applicant to advise the State Arts Agency of his state that this application is being made. In the event the location of the State Arts Agency is unknown, it may generally be obtained from the Office of the Governor of the applicant's state.

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

Project director

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____
Name (print or type)_____
Title (print or type)_____
Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name,title, and telephone number of the authorizing official(s), project director, and payee under the signatures.

Applications must be postmarked no later than the deadline date for the program under which you are applying. Applications (three copies) and appropriate SUPPLEMENTARY INFORMATION SHEETS for MUSEUM PURCHASE PLAN and SPECIAL EXHIBITIONS (three copies) should be submitted to the Grants Office (Mail Stop 500), National Endowment for the Arts, Washington, D.C. 20506.

Additional information, guidelines and application forms may be obtained from the Museum Program, (Mail Stop 502), National Endowment for the Arts, Washington, D.C. 20506, (202) 634-6164.

Instructions for Completing Individual Grant Application Forms

The original typewritten application forms, *Individual Grant Application NEA-2 (Rev.)* and two copies with all accompanying material must be submitted to the Grants Office (Mail Stop 500), National Endowment for the Arts, Washington, D.C. 20506.

1. Period for Which Support Is Requested should be the time span during which the activity will occur. The Endowment generally does not provide funds for activities that have occurred in the past.

2. Description of Activity. All essential elements of the proposal must be included in a concise project description in the space provided on the first page of the application. Please review "Application Procedure" for the Fellowship category (page 9) for important additional information and materials to be submitted with your application. If additional space is needed, no more than one (8½" x 11") page may be attached to each of the application forms.

NEA 2 (Rev.) OMB-128-R0001

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

3. Amount Requested from the Endowment. No request exceeding the stated maximum within each category will be considered. Detailed information on cost of materials needed to carry out the project should be shown.

4. Career summary or background should be related to the activity for which support is requested.

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ **Date** _____

Project Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting _____ (month / day / year) Ending _____ (month / day / year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $_____ Cps $_____ **Audit report** [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-ROOO1

Project Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting _____ (month / day / year) Ending _____ (month / day / year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $ _____ Cps $ _____ Audit report [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

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The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

*** Payee (to whom grant payments will be sent if other than authorizing official)**

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

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4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
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NEA 3 (Rev.) OMB-128-ROOO1

Project Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested

Starting _____ (month / day / year) Ending _____ (month / day / year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
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Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
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Do not write in this space

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A. Direct costs

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Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special **(list each item separately)**

	Amount $
Total special	$

5. Other **(list each item separately)**

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ **%** **Base $** _____ **Amount** $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____ Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____ Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____ Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____ Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

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5. Has the application been signed and dated in appropriate places?
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Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

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OMB-128

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
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Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
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Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

Museum Purchase Plan Supplementary Information Sheet

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Museum Advisory Panel in making its recommendations. If applicants wish to supply additional information, they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant: _____

1. Please describe the types of works or specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, submit a list of artists you are considering.

2. What recent exhibitions of contemporary American art have been organized by your museum? Please send one sample catalogue of each exhibition if possible.

3. Please list a number of the more important works by contemporary American artists acquired by your museum without Arts Endowment assistance within the last three years.

4. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications.

Special Exhibitions Supplementary Information Sheets

Please fill in this form and return it in triplicate with your application. The information will be most helpful to the Museum Advisory Panel in making its recommendations. If applicants wish to supply additional information they should submit no more than one page (8½" x 11") with the Supplementary Information Sheets.

Name of Applicant _____

1. Provide the title and dates of the exhibition and the purpose and significance of the exhibition (i.e. why it is important this particular exhibition be executed and specific reasons why your museum should do this exhibition).

Title (Indicate if this is only a working title):

Dates:

2. How does this exhibition fit into your exhibition policies and direction?

3. Who will organize the exhibition? Please briefly describe his/her qualifications as related to this exhibition.

4. List major works that will be included or are being considered, and indicate degree of commitment of lending institutions. Approximately how many works will be in the exhibition?

5. Will the exhibition be circulated? If so, list exhibitors. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

Name of Applicant: _____

6. Exhibition catalogue:

a) Who will write the catalogue essays?

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format:

total number of pages _____
black/white illustrations _____
color plates _____
total run _____
total cost _____
unit price _____
sales price _____
anticipated revenue from catalogues sales _____

e) Catalogue budget:

f) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

g) Please include two examples of catalogues produced by your museum during the past two years.

h) How will the catalogue be distributed? Who will hold copyright?

7. Please describe what security measures will be undertaken to protect works in the exhibition.

a) Qualifications of personnel supervising and handling, packing, and installing.

b) Fire protection system:

c) Atmosphere control system:

8. Please describe any special methods that will be employed to enhance public response to the exhibition.

9. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Other
_____ **Total**

Name of Applicant: _____
(please type)

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ Date _____

If the applicant filed his/her application under the October 2, 1978 deadline, this form should be returned by October 16, 1978. Please return this form to Museum Program, National Endowment for the Arts, Washington, D.C. 20506. Attn: Fellowships for Museum Professionals.

Note to Applicant: Be sure to attach description of proposed project to this form.

Recommendation for Applicant under the Fellowship for Museum Professionals Program

---

Name of Applicant: _____
(please type)

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

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Name of Applicant: _____
(please type)

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
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Signature: _____ Date _____

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Attn: Fellowships for Museum Professionals.

Note to Applicant: Be sure to attach description of proposed project to this form.

Assurance of Compliance With National Foundation on the Arts and the Humanities Regulations Under Title VI of the Civil Rights Act of 1964

_____(hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

_____
(Applicant)

Applicant's mailing address

_____

_____

_____
By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

Other Federal Programs for Museums

National Endowment for the Humanities
Division of Public Programs
Museums and Historical Organizations Program
Washington, D.C. 20506
(202) 382-5714

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
(202) 381-6581

National Science Foundation
Washington, D.C. 20550
(202) 632-5722

Privacy Act Notification

In compliance with the Privacy Act of 1974, we furnish you with the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 954) authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and for statistical research and analysis of trends. The routine uses for which this information can be used and the purposes of such use are general administration of grant review process, statistical research, congressional oversight, and analysis of trends.

Failure to provide the requested information could result in rejection of your application due to lack of sufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publications Office of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds up the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher and reader.

For procedural information call or write:
Library of Congress
Descriptive Cataloging Division
Cataloging-in-Publication Office
Washington, D.C. 20540
(202) 426-6372

Resolution on Accessibility to the Arts for the Handicapped

One of the main goals of the National Endowment for the Arts is to assist in making the arts available to all Americans. The arts are a right, not a privilege. They are central to what our society is and what it can be. The National Council on the Arts believes very strongly that no citizen should be deprived of the beauty and the insights into the human experience that only the arts can impart.

The National Council on the Arts believes that cultural institutions and individual artists could make a significant contribution to the lives of citizens who are physically handicapped. It therefore urges the National Endowment for the Arts to take a leadership role in advocating special provisions for the handicapped in cultural facilities and programs.

The Council notes that the Congress of the United States passed in 1968 (P.L. 90-480) legislation that would require all public buildings constructed, leased, or financed in whole or in part by the Federal Government to be accessible to handicapped persons. The Council strongly endorses the intent of this legislation and urges private interests and governments at the state and local levels to take the intent of this legislation into account when building or renovating cultural facilities.

The Council further requests that the National Endowment for the Arts and all of the program areas within the Endowment be mindful of the intent and purposes of this legislation as they formulate their own guidelines and as they review proposals from the field. The Council urges the Endowment to give consideration to all the ways in which the agency can further promote and implement the goal of making cultural facilities and activities accessible to Americans who are physically handicapped. (Adopted by the National Council on the Arts, September 15. 1973.)

Date

Application Number— Endowment use only

Museum Program

Applicant/Organization
(IRS Name) _____

Project Category
(See Reverse Side) _____

Amount Requested _____

Total Project Costs _____

Do not separate

Please address the reverse side of this card to yourself.
Complete and return this entire card with application. Do not separate.

_____
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Museum Program

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Museum Purchase Plan
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Museum Education
Cooperative Programs
Utilization of Museum Collections
Catalogue
Conservation
Renovation (Climate Control, Security, Storage)
Museum Training
Services to the Field
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